

SECRET

DD/A Registry
88-1612
29 July 1988

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training & Education

25X1 FROM:

[REDACTED]
Chief, DA/Management Staff

SUBJECT: 25-26 July Quarterly Follow-up Actions

25X1 1. The following summarizes the taskings and decisions resulting from our recent quarterly conference [REDACTED]

I. Minorities

Recruitment:

- 25X1 -- Office of Personnel (OP) will take the lead in analyzing
25X1 the success of our [REDACTED] Recruitment Activity Centers
25X1 (RACs) producing the highest number of EODs [REDACTED]
[REDACTED] to determine how to exploit their
techniques and/or recruiting areas to increase our
minority hires. (ACTION: OP)
- By 1 August each office will provide the Director of
Personnel the name of a focal point to serve on a
minority recruitment task force that will work with the
D/OP and representatives of the above RACs to:
 - Identify new sources of minority recruitments,
including schools and networks of community leaders.
 - Share information regarding existing sources of
minority EODs.
 - Visit RACs in teams of two-three to assist in
Directorate recruitment efforts.

25X1
SECRET

SECRET

- Examine the possibility of developing minimum acceptable qualifications for some occupations to facilitate making hiring decisions in the field.
- The Director of Personnel will provide a progress report on the above activities at the 20 September staff meeting.

Processing:

- The Director of Personnel will ensure that minority applicants receive priority security and medical processing.
- The Director of Personnel will explore the possibility of identifying minority applicants as "hard to get" employees so that, if necessary, they can qualify for reimbursement for moving expenses.
- Each Office Director or Office Career Board must ensure that all placement opportunities have been explored before making the final decision not to hire a minority.
- Offices will provide specific reasons for not hiring a minority to the relevant recruiters to assist them in refining their recruitment efforts.
- Before turning down a minority applicant because of lack of ceiling, offices should seek assistance from the DDA.

Career Development/Assignments:

- At the 20 September staff meeting Office Directors should be prepared to discuss recommendations for an annual Directorate rotational program that:
 - Would be voluntary, streamlined, and manageable for each Career Service.
 - Provide meaningful career development opportunities initially to minority employees and eventually to all employees who have completed their 3-year probationary period.

II. Program Planning:

Issues:

- By 15 August the Director of Medical Services will provide an analysis and recommendations regarding

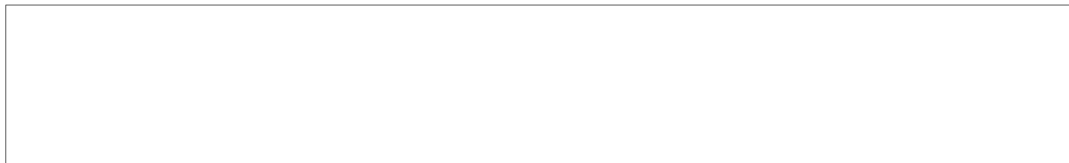
SECRET

SECRET

unfunded overseas medical costs.

- By 16 September the Office of Logistics (FBO), in conjunction with the Offices of Security and Communications, will provide a report to the DDA clarifying the responsibilities of each of those offices for construction security and delineating construction security responsibilities of the Agency versus the Department of State.

25X1



- The DDA will review recent studies on TEMPEST, computer security, and communications security to determine if we need to reexamine how we are organized to handle those disciplines.
- Two key issues were identified as warranting revisiting before submission of our 1991 program: space and the management and capacity of our information handling networks.

Positions:

25X1

- We will adjust the allocation of our new positions for 1989 as reflected in the CBJB as follows:

25X1

- OC will receive 0 vice 5

- OS will receive
-- OIT will receive
-- OF will receive
-- OTE will receive

Funds:

25X1

- The DDA will sequester a minimum reserve for 1989 of to cover known shortfalls.

25X1



SECRET